

CITY OF DUBLIN

California



INVITES APPLICATIONS FOR THE POSITION OF

Lifeguard/Swim Instructor II

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Friday, May 1, 2015 @ 5:00 PM

SALARY

\$10.80 - \$14.00/hour

THE POSITION

The City of Dublin is seeking experienced Lifeguard/Swim Instructors to provide instruction in all levels of American Red Cross swimming certification and other aquatics programs and perform lifeguard duties at the Dublin Swim Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Develop and implement lesson plans for swimming classes.
- Provide instruction for a variety of swimming classes for all ages and ability levels.
- Enforce swimming pool rules and regulations, including ensuring orderly conduct by pool patrons, as needed.
- Assist swimmers who are in distress and administer a variety of first aid and/or life saving techniques, as appropriate.
- Assist in maintaining pool areas in a safe and clean condition.
- Maintain accurate records related to swimming classes.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

QUALIFICATIONS

Training and Experience:

1. Education: There is no educational requirement for this class; equivalent to completion of two years of high school is desirable. At time of hire, must be 16 years of age or older.
2. Experience: Demonstrated experience in skilled aquatic activities is desirable.

Knowledge Of:

- Basic instruction/training techniques.
- Use and care of lifesaving techniques and equipment used at public swimming pools.

Ability To:

- Develop and implement lesson plans for swimming instruction and certification activities.
- Instruct and train patrons in a variety of swimming skills and techniques.
- Learn and enforce City swimming pool rules, regulations, and policies.
- Perform lifesaving strokes according to American Red Cross standards, perform lifesaving and emergency first aid techniques and practices; engage in physical activity.
- Communicate concisely orally and in writing.
- Communicate in an effective manner.
- Exercise courtesy and tact in dealing with swimming students and pool patrons.
- Deal with difficult or stressful situations in a calm and professional manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Licenses, Certificates and Special Requirements:

1. Current certification in American Red Cross CPR for the Professional Rescuer with AED; Lifeguard Training with Administering Emergency Oxygen; Emergency Response (Title 22); and Water Safety Instructor.
2. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
3. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.

PHYSICAL STANDARDS:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and instructions, observe, identify, and report operational problems. On an intermittent basis, stand, walk, and bend while monitoring various swimming activities; squat, climb, kneel and twist intermittently when setting up various programs; perform and demonstrate various swimming techniques; perform simple grasping and fine manipulation; And lift or carry weight of 100 pounds or less.

BENEFITS

There are no benefits for part-time, temporary/seasonal position.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.